

File-Ofs

25 MAR 1963

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Mail Carts for SRD/OS

1. Returned here is your material on office trucks and carts. It has been most helpful. As you know, we have been exploring this problem of SRD Mail Carts for over a year and have examined many such folders and talked with many company representatives.

2. At this time, [redacted] and I are ready to discuss details with the [redacted] concerning the mail cart shown in the attached photo. The cart size, metal used and adjustability of the compartments are major considerations as is the price itself. [redacted] is anxious to get this underway soon and conclude it before the end of the Fiscal Year.

3. Will you contact these people and arrange for such a meeting? We would be interested in about two such mail carts for SRD. Further, I would be interested in another area in more information on carts like the second photo or Model S in the catalog, but these would have to be about 12 or 14 inches in width. Twenty inches is too bulky.

[redacted]
[redacted]
Records Management Officer
Office of Security

4/3/63 - met with

[redacted]
[redacted]
[redacted]

*Representative of the [redacted]
will arrange for us to see Pentagon
representative, also [redacted]*

TRANSMITTAL SLIP		DATE <u>2/7/6</u>
TO: <u>[Redacted]</u>		
ROOM NO. <u>4E42</u>	BUILDING <u>HQ/RS</u>	
REMARKS: <p>Vance - The attached brochure may give you an idea for present or future application.</p> <p>May I have this Widoit brochure back after it has served your purpose?</p> <p>Retm <u>[Redacted]</u> <u>[Signature]</u></p>		
ROOM NO. <u>604</u>	BUILDING <u>1016-7614</u>	EXTENSION <u>[Redacted]</u>

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8 WHICH MAY BE USED.

★ GPO : 1957 - O - 439445